

## **Computer, Internet, and Wireless Network Use Policy**

The Dunkirk Public Library is proud to offer patrons access to our free technology resources. Desktop PCs are located in the Public Computing Center, Reading Room, and Children's Room, while our open Wi-Fi network reaches throughout the building and onto the exterior of the library's property.

By accessing the digital services provided by the library, our guests understand and agree to the following rules, guidelines, and expectations.

### ***The Library Computers and Internet Service***

#### **Computer and Internet Courtesy**

- This is a shared space; please respect the privacy and comfort of other users.
- No cell phone calls are permitted in computer areas.
- No food or drink is permitted in computer areas.
- Patrons must provide their own headphones if they wish to use the sound on the computer.

#### **Computer and Internet Usage Rules**

- Patrons may not make any changes to hardware, software, or settings on library computers.
- It is unacceptable to use the library's electronic resources for illegal or criminal activity. Users must respect the legal protection provided by copyright laws and any licenses to programs and data.
- Use of computers to display or disseminate obscene or pornographic material in the library is prohibited. Accessing this material will result in a loss of library privileges for one week following the first offense. Repeated occurrences will entail escalating consequences.
- Do not turn off library computers; simply log out when finished.

#### **Computer and Internet Access - General**

- Patrons must have a library card in good standing (fines under \$10 and/or no suspensions for conduct) in order to access the computers.
- Guest passes are available from the front desk. Patrons that live in Chautauqua or Cattaraugus County may use a guest pass ONCE and will need to obtain a library card for future computer use.
  - Visitors from outside Chautauqua or Cattaraugus County may obtain a guest pass by presenting valid identification.
- Access to the computers is provided on a first-come, first-served basis.
- Only one person may use a computer at a time.

### **Computer and Internet Access - Adults, Teens, and Tweens**

- Adults and students Grade 6 and up (or age 11 and up) may use computers in the main computer lab and the Reading Room.
  - Adult, Teen, and Tween patrons are allowed 3 hours of computer time each day. Extensions may be made based on availability.
- Parents who wish to use the computers in the lab or Reading Room must find care for their young children. Children below the age of 7 may not be left unattended in the Children's Room (see the *DPL Child Safety Policy*).

### **Computer and Internet Access - Children**

- Children in Grade 5 and below (or age 10 and under) may use computers in the Children's Room. Caregivers are permitted to assist children who are using the computers.
  - Children are allowed 30 minutes of computer use each day. Extensions may be made at the discretion of the children's room staff based on availability.
- Parents/legal guardians are responsible for their children's use of computers.
- Children under the age of 7 may not be left unattended (see the *DPL Child Safety Policy*).
- As with all other library materials, parents or legal guardians, not the library staff, are responsible for the Internet information selected and/or accessed by their children.
  - Parents or legal guardians must assume responsibility for deciding what library resources are appropriate for their own children. Parents or legal guardians should guide their children in the use of the Internet and inform them about materials they should not use. There may be material on the Internet which parents or legal guardians would consider inappropriate for their children to view.
  - The library cannot assume the parent's or legal guardian's responsibility to monitor the child's Internet use to see if it conforms to the parent's standards. Only parents may restrict their children from access to Internet resources available at the Library.
- Parents or legal guardians are advised to supervise their children's computer sessions and to encourage them not to give out personal information, such as names, addresses and phone numbers.

### **Computer and Internet Related Services**

- The cost to print is 10¢ per black & white page and 50¢ per color page.
  - Patrons are responsible for all pages printed. Use of the print preview function is recommended.
  - Our current software configuration requires patrons to prepay for each print job.
- Patrons requesting to take a proctored examination may submit requests to either the Public Computing Center Director or Library Director.

## ***The Library Wireless Network (Wi-Fi)***

### **Wireless Network Rules**

- While utilizing the library Wi-Fi to access the Internet all relevant library rules, regulations and policies apply, including but not limited to, the Dunkirk Public Library *Internet Safety Policy* as well as this *Computer, Internet, and Wireless Network Use Policy*.
  - By accessing library hardware and/or network services, patrons agree to abide by the applicable usage policies.
- Parents or guardians, not the library or its staff, are responsible for the Internet information selected and/or accessed by their children. Parents may wish to supervise their children's Internet sessions or purchase filtering software for their personal devices.
- All users are expected to use the library's wireless access in a legal and responsible manner consistent with the educational and informational purposes for which it is provided. As stated in the library's acceptable use policy, users may not violate federal, state or local laws, including the transmission or receiving of child pornography or harmful material, fraud, or downloading copyrighted material.

### **Wireless Network - General**

- Some wireless devices may be able to remotely access one of our printers. The cost to print is 10¢ per black & white page and 50¢ per color page.
  - Patrons are responsible for all pages printed. Use of the print preview function is recommended.
- Library staff cannot provide technical assistance on using the Library's wireless network.
- Library staff are not able to perform updates or make changes to patron computers or devices.
- The Library assumes no responsibility for any alterations or interference with a computing device's configurations, operation, or data files that result from connection to the Wi-Fi network.
- The Library reserves the right to terminate a wireless Internet session at any time.

### **Wireless Network - Getting Connected**

- Patrons who wish to access the wireless network must provide their own laptop or other mobile device.
  - Patron equipment must have either built-in Wi-Fi capability or an installed network card. The library does not provide wireless cards and does not install them.
  - Most Wi-Fi enabled equipment will be compatible with the library's network, however, the library can make no guarantee that every device will be able to connect.

- Patrons are responsible for setting up their own equipment. For those who are not familiar with mobile hardware or networking, we recommend bringing someone with you who can help you configure your device.
- Our wireless network is called “Dunkirk Public Library.” Most devices should be able to connect anywhere in the library by communicating with one of our wireless access points.
- When a patron’s device senses a signal, a message appears on the screen indicating a wireless network is available. Patrons may open a web browser and it should automatically connect to the Internet.

#### **Wireless Network - Staying Online**

- Bring a fully charged battery (or two!); electrical outlets for plugging in mobile devices are limited.
- There is no time limit on using the Wi-Fi network; patrons may stay connected as long as they like, however:
  - Though the network is designed to cover the entire library, no guarantee is made for signal strength or availability.
  - There is no guarantee that a wireless connection can be made or maintained.

#### **Wireless Network - Safety**

- The Dunkirk Public Library *Internet Safety* policy is still in effect when using the library’s Wi-Fi. **\*Remember, other patrons can still see your screen\***
- The library’s wireless network is not secure. Keep this in mind while browsing the Internet.
  - Users should not transmit credit card information, passwords or any other sensitive personal or business information over the library's wireless network.
  - Anti-virus and security protection are the responsibility of the patron.
- The library does not filter the content of wireless Internet access. The library is not responsible for the content, accuracy, or availability of any external sites.
- The Library is not responsible for any loss of data, or for theft or damage to personal equipment or software.